

**ASSISTANT POLICE CHIEF
STUDY GUIDE**

A written examination for the class of **ASSISTANT POLICE CHIEF** to be administered **in VILLE PLATTE** on **JULY 28, 2009**, will consist of approximately 112 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
POLICE ADMINISTRATION Knowledge of the principles of effective police service administration, involving management theory and organizational behavior; researching, planing, organizing, directing, inspecting, and evaluating departmental operations; personnel management; financial management; and managing equipment, property, and supplies	18.8%
RECORDS/REPORTS/CORRESPONDENCE Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	6.3%
SUPERVISION Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	16.1%
PUBLIC RELATIONS Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies, and the public.	6.3%
TRAINING Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program.	4.5%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
PATROL/GENERAL LAW ENFORCEMENT MANAGEMENT Knowledge of the management of patrol practices and general law enforcement procedures, including responding to and handling crimes in progress, field interviews, arrest procedures, the use of firearms, arrest, laws governing these procedures, and emergency medical care.	14.3%
TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION MANAGEMENT Knowledge of accepted procedures for vehicle stop situations, traffic control and traffic accident investigations, including enforcement of all applicable motor vehicle laws.	6.3%
CRIMINAL INVESTIGATION MANAGEMENT Knowledge of accepted procedures for investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; court testimony and applicable laws.	14.3%
SPECIAL TACTICAL OPERATIONS MANAGEMENT Knowledge of the procedures for conducting special tactical operations such as crowd control, raids, hostage situations, and operations during natural disasters or catastrophic events.	4.5%
JUVENILE OPERATIONS MANAGEMENT Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interview and interrogation of juveniles, and situations involving abuse of juveniles.	4.5%
JAIL OPERATIONS ADMINISTRATION Knowledge of the practices utilized in the daily operation of a jail facility, including booking, jail security, maintenance of facility, and providing for daily needs of prisoners.	4.5%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU **Firemen Training Program**).

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

LOCAL GOVERNMENT POLICE MANAGEMENT, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

SUPERVISION OF POLICE PERSONNEL, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

POLICE ADMINISTRATION, Wilson, O. W. and McLaren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

POLICE FIELD OPERATIONS, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

FUNDAMENTALS OF CRIMINAL INVESTIGATION, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

PUBLICATIONS PERTAINING TO LOUISIANA LAWS, PRACTICES, AND PROCEDURES:

LOUISIANA CHILDREN'S CODE, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

LOUISIANA LAW ENFORCEMENT HANDBOOK, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 8th ed., 2002.

JAIL OFFICER'S TRAINING MANUAL, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 15th printing, 1990.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for

an examination. The State Examiner's office has no control whatsoever over the local availability of reference material(mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.